Virginia Wireless E-911 Services Board Project Management Monthly Activity Report

Vendor: MAST International
RegionLocality: New River Valley
Period: March, 2003

Activity Report							
Task	Locality	% Complete	Total Hours	Hours this period	Comments		
		Active Tasks					
[8]Update Nextel Cell tower information	Blacksburg	-	0.75	0.5	Obtain wireless map information		
(8)E-mail Bob Layman /Ntelos ref. Tower 462 (11)Disseminate project information	Blacksburg Blacksburg	+	3.25	0.25 1.25	Request confirmation of tower status Update Lt. Bradbery/Kerri Smith PSAP		
(11) Endoubtement project instance: (11) Endoubtement project instance: (14) E-mail Aston Cole/TCS ref. US Cellular/Verizon	Blacksburg		3.25	0.5	Request status updates/schedule		
(14)Prepared forms for Nextel Partners drive testing	Blacksburg			0.5	Notified Kerri Smith/PSAP		
(14)Spoke w/Tom Hicks/Verizon ref drive test	Blacksburg	+	ļ	0.25	Verified solutions for NCAS/CAS		
(14)Changes/notifications of testing dates (14)Phase I Drive testing w/Nextel Partners	Blacksburg	 	ļ	0.5	PSAP/WSP/LEC		
(14) Prisse Little lesting wheather Partners ((8) Update Nextel Cell tower information	Blacksburg Christiansburg	+	1	0.5	Obtain wireless map information		
(8)Update and log US Cellular tower information	Christiansburg		· ·	0.75	Ostali Micros may illomatori		
(9)Notify Capt. Whitlock of maintenance/TCS	Christiansburg		1.25	1.25	DS3 pipe and effect on T1 router		
(10)Research/prepare implementation documentation	Christiansburg		16	12.5	New E-911 Coordinator (Martha Cox)		
(10)Review possible upgrade to voice logger	Christiansburg Christiansburg	 	ļ	1.25 1.75	Drive C 044 Constitution to date		
(10)Status review of PSAP progress wiMartha Cox (11)Correspondence to Chief Brumfield	Christiansburg	+	6.25	1.75	Bring E-911 Coordinator up to date Draft letter on duties/training new Coordinator		
(11)Prepared new PSAP books for Mrtha Cox	Christiansburg			1.5	Updated/corrected PSAP information		
(13)Trng. Sessions w/new E-911 Coordinator	Christiansburg		3.5	3.5	Familiarize w/ duties/responsiblities/reporting		
(14)On-site Testing Nextel Partners	Christiansburg		18.25	2	Testing successful		
(14)Work through testing issues	Christiansburg			3.5	TCS/Verizon/		
(14)Review testing documentation/TCS	Christiansburg	+		2.25	Drive testing confirmations		
(8)Update Nextel/US Cellular tower information (9)Coordinate upgrade of trunks scheduled 4/1/03	Christiansburg Montgomery	+	0.75	1.25 0.75	Information not displaying properly		
(11)Preparation and on-site w/Mag. Turner	Montgomery	+	12.5	3.75	Updated status /issues		
(11)Status update of PSAP inforamtion	Montgomery	1		1	PSAP/WSP/LEC info updated		
(11)Prepared new PSAP books for Maj. Turner	Montgomery	4		1.5	Updated/corrected PSAP information		
(14)Coordinate Nextel Partners scheduling/testing	Montgomery	+	 	7	On-site/verification/need trunk upgrade		
(8)Update US Cellular tower info	Pulaski Pulaski	+	9.5 0.5	0.75	Mapping new data/corrections		
(9)Notify Lt. Surber ref TCS maintenance (10)Correlate and update PSAP notebook information	Pulaski	+	7.5	1	DS3 pipe and effect on T1 router		
(10) Review need to add CPE position/Lt. Surber	Pulaski	-	7.5	0.5	PSAP needs a 3rd position		
(10)Review addressing issues w/John Spangler	Pulaski	 		2	MSAG to complete addressing		
(14)Coordinate Nextel Partners cutover	Pulaski		3	2.5	Nextel Partners deployed		
(7)Mtgs w/Chief Terry/Dir. Harris/Cmdr. Shamody	Radford		12.25	7.5	CPE isssues/need for upgrade		
(7)Review need for CPE upgrade	Radford Radford		18	2 2.25	Prepare for mtg./review CPE status		
(8)Update research cell tower infollocations (9)Review misrouted calls incoming Wise County	Radford	+	18 4.25	3.75	Added to map data book Contacted Verizon ref issue		
(3) Covered missional data informing was a county (10) On-sites status update w/Dir. Harris	Radford	+	4.5	4	Upgrades of voice recorder/CPE issues		
(14)Verify call routing information	Radford		12.5	4	Confirm/verify corrections /Aston Cole		
(5)Disseminate mutual aid agreements model	Region	1	11	1	Copied to all PSAPs		
(8)Compile missing data for all PSAPs	Region		120.5	73	WSP/PSAP/3rd Party data verified/mapped		
(9)Check/verify Verizon router status (10)Status calls Triton PCS/Intrado	Region		1.5 105.25	1.5 0.5	Montgomery only upgrade needed		
(10)Update Quik ref/Pending issues/Solutions	Region Region	+	105.25	9.25	Weekly call Delays/problems w/ implementation		
(10)popase squire ferrerium; assess culturum; (10)Review and document CMRS reports	Region	+		5.25	Adjust schedules/implementation dates		
(10)Review and inspect all CPE needs requests	Region	1		4.25	Update readiness for Implementation		
(11)Agendas for mtg to all PSAPs	Region		130	2.5	Add issues from PSAPs for mtg.		
(11)Regional Newsletter research/publish/mail	Region			3.5	March issue mailed to PSAPs		
(11)Notify and update tasking lists	Region Region	 	ļ	3.25 1.5	New accorder for onto Info accorder		
(11)Prepare for regional mtg. (11)Regional Meeting	Region	+	·	2.5	New agendas for mtg. Info packets		
111) responsa weetwing (111) Complete regional staus report/schedules	Region			4	Review delays/strategies/solutions		
(11)Review status for deployemnt of all WSPs	Region	1		3.75	All deployments scheduled		
(11)Update all PSAP contact information	Region			1	Post changes through e-mail/hardcopies		
[11]Research/send PSAPs financial information	Region	+	ļ	1.25	Responded to requests for forms/requirements		
(11)Respond to questions/issues w/PSAP status	Region	+	 	4.25 3.5	Implementation/delays Type/get-papergyal/spet to all PSAPs/file		
(11)Minutes for NRV regional mtg/Feb (11)Develop and send new implementation checklist	Region Region	+	t	3.5	Type/get approval/send to all PSAPs/file Copied to all PSAPs		
(11) Develop are a serio rew imperimentation circulated (12) Prepare issues documentation (12) Prepare issue	Region	+	48.5	3.5	For submission to Steve Marzolf		
(12)Review Wireless Board Meeting Minutes	Region Region	1		1	Information copied to PSAPs for review		
(12)Prepare monthly report	Region			12.75	DIT monthly submitted copied to PSAP		
(13)Trng manual research/development	Region	+	7.5	6.25	Will be distributed to all PSAPs		
(13)Contacted P.J. Rhyne/Verizon ref MAGIC Trng (14)Schedule/reschedule testing WSPs	Region Region	+	31	1.25 4.25	All PSAPs notified of tmg.date Aston Cole/Katrina/PSAPs/LECs		
(14)Develop drive test plans	Region Region	+	31	4.25 0.5	Aston Colerkatrinal PSAPS/LEGS To be used in region		
(14) Develop university plans PHASE II TASKS	Region	+		0.3	To be able in region		
(7)Coordinate mapping vendor Presentations	Region	1	13.75	13.75	Assist in developing questions/arrange for vendors		
(7)Mapping Vendor presentations mtgs	Region		17	17	GIS/PSAPs/Vendors		
(7)Prepare information packets for PSAPs	Region	+	5.25	5.25	Distribute prior to mtg.		
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Issues of Importance					
Issue	Actions Proposed to Resolve Issue	Comments			
PSAPs reviewing need to upgrade CPE					
Verifying readiness of all Trunk upgrades		Expected completion wk. Of 4/7			
MSAG data/verification of info	Work w/ PSAP/LEC/WSP to verify	Expected completion wk. Of 4/14			
Completion of mapping vendor presentations	Presentations scheduled	4/10 date for demonstrations			
Misrouting of Wise County wireless calls	Working w/ Verizon to determine cause				